**Mark Green**
**Town Clerk**

**Lyme Regis Town Council**
Town Council Offices
St Michael's Business Centre
Church Street
Lyme Regis
Dorset
DT7 3DB
email: enquiries@lymeregistowncouncil.gov.uk

Tel: 01297 445175

## Operations Committee

**Core membership:** Cllr A. Wood (chairman), Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr D. Holland, Cllr P. May, Cllr C. Reynolds, Cllr G. Turner

Notice is given of a meeting of the Resources Committee to be held at the Council Offices, St Michael's Business Centre, Church Street, Lyme Regis on Wednesday 28 October 2026 commencing at 7pm when the following business is proposed to be transacted:

Mark Green
Town Clerk
23.10.26

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk*.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

## AGENDA

### 1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee and questions must be submitted in advance. Please refer to the Guide to Public Participation at Council Meetings.*

**2. Apologies**

To receive and record apologies and reasons for absence

**3. Minutes**

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 22 April 2026

**4. Minutes**

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 17 June 2026

**5. Disclosable Pecuniary Interests**

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

**6. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

**7. Budget Proposals 2027-2028**

To allow members to consider this committee's objectives for 2027-28 ahead of the next stage of the budget-setting process to be considered by Full Council on 18 November

**8. Emergency Planning Procedure Update**

To allow members to review and approve the updated Emergency Planning Procedure

**9. Party in the Park Working Group**

To allow members to appoint members to the Party in the Park Working Group

**10. Twinning Signs**

To allow members to consider an approach from the Lyme Regis/St George's Twinning Association to add the names of the twin towns to the welcome to Lyme Regis signs

**11. Langmoor and Lister Gardens Lighting Scheme**

To provide members with an update on the history, remedial works and current position of the Langmoor and Lister Gardens lighting scheme

## 12. Round Britain eRIB Commemorative Sign

To seek member approval for the proposed location, design approach and content of the Round Britain eRIB commemorative sign

## 13. Exempt Business

# LYME REGIS TOWN COUNCIL

## TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 22 APRIL 2026

**Present**

**Chairman:** Cllr P. Evans

**Members:** Cllr A. Wood, Cllr G. Caddy, Cllr M. Denney

**Officers:** A. Mullins (assistant town clerk), C. Austin (communications officer)

**25/83/TCP Public Forum**

There were no members of the public present who wished to speak.

**25/84/TCP Apologies**

Cllr M. Ellis – personal commitment
Cllr N. Hampton-Rumbold – work commitments
Cllr D. Holland – holiday
Cllr S. Larcombe – work commitments
Cllr C. Reynolds – illness
Cllr G. Turner – work commitments

**25/85/TCP Minutes**

Proposed by Cllr A. Wood and seconded by Cllr G. Caddy, the minutes of the meeting held on 4 March 2026 were **ADOPTED**.

**25/86/TCP Disclosable Pecuniary Interests**

Cllr A. Wood declared a pecuniary interest in agenda item 10, Town Map Reprint.

**25/87/TCP Dispensations**

There were none.

**25/88/TCP Matters arising from minutes of the previous meeting held on 4 March 2026**

**Free Parking Days**

The assistant town clerk said she had contacted Dorset Council to request the date be changed from Saturday 5 December to Saturday 12 December, but the member of staff responsible was on leave and she was still awaiting a response.

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**25/89/TCP Update Report**

**Lyme in Bloom**

The assistant town clerk said officers had contacted the Uplyme and Lyme Regis Horticultural Society and had secured two additional judges for the competition. She said there was now a total of three judges.

**25/90/TCP Tourism, Community and Publicity Committee – Objectives**

Members noted the report.

**25/91/TCP To receive the minutes of the Party in the Park working group meeting held on 21 January 2026**

Proposed by Cllr G. Caddy and seconded by Cllr M. Denney, the minutes of the Party in the Park working group meeting held on 21 January 2026 were **RECEIVED**.

**25/92/TCP Town Map Reprint**

*Cllr A. Wood left the meeting at 7.07pm*

The assistant town clerk said there had originally been money in the budget for the map, but it had somehow dropped out of the budget due to an administrative oversight that was not picked up until recently. She asked members to consider approving some unbudgeted expenditure because the map was popular and important for visitors to the town. She said that going forward the plan was to do much smaller print runs, which would leave money in the budget for adjustments to artwork if anything in the town changed between print runs. She said the suggested £3,000 is what would have been in the budget for this year.

Proposed by Cllr M. Denney and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve unbudgeted expenditure of up to £3,000 for the reprinting of the town map.

*Cllr A. Wood returned to the meeting at 7.10pm*

**25/93/TCP Tourism Microsite Membership Packages**

The assistant town clerk said normally this was brought to members at the beginning of the year, ready for the new advertising charges to be implemented on 1 April. However, Visit Dorset had only recently agreed the ongoing contract with Simpleview and had now provided some recommendations for advertising costs.

Members asked how many visits the website received.

The assistant town clerk said that in March there were 27,800 visits to the Visit Lyme Regis website. She explained there was a service level agreement in place with Visit Dorset and the advertising income was not a big generator of income for the council. She said members had previously decided not to increase the charges.

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Proposed Cllr M. Denney and seconded by Cllr a. Wood, members **RECOMMEND TO FULL COUNCIL** to approve maintaining a free basic listing on the tourism website and not to increase the cost of an enhanced entry for 2026-27.

**25/94/TCP Fundy Albert**

The chairman stressed this request was not another twinning arrangement.

Proposed by Cllr P. Evans and seconded by Cllr M. Denney members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to arrange a video conference with members from Fundy Albert and, following that meeting, consider if the council should enter a sister-municipality arrangement with Fundy Albert.

**25/95/TCP Lyme Regis Visitor Hub – The Year so Far**

Members were concerned that council tax was payable on the building and asked whether evening events could be considered to make full use of the facilities.

The assistant town clerk said the council had entered into an agreement with The Visitor Hub for use of the building during between Easter and October but the council could consider using the building outside of this period.

**25/96/TCP Sporting Lyme Update**

The assistant town clerk asked members to attend from 11am to help with setting up the event.

**25/97/TCP Linking of Regis Councils**

Members agreed the linking of Regis councils in the country was a good initiative and encouraged the assistant town clerk to progress it.

**25/98/TCP Grant Review, Bridport and District Citizens' Advice Bureau**

Members noted the report.

**25/99/TCP Grant Review, Lyme Regis Town Band**

Members noted the report.

**25/100/TCP Grant Review, Lyme Regis Town Band**

Members noted the report.

**25/101/TCP Grant Review, Lyme Regis Visitor Hub**

Members noted the report.

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**25/102/TCP Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 7.34pm.*

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# LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 17 JUNE 2026

**Present**

**Chairman:** Cllr M. Ellis

**Members:** Cllr G. Caddy, Cllr S. Cockerell, Cllr P. Evans, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

**Officers:** A. Mullins (assistant town clerk), S. O'Connell (operations manager)

**26/01/TMH Apologies**

Cllr C. Aldridge – holiday
Cllr N. Hampton-Rumbold – personal commitment
Cllr C. Reynolds – illness

**26/02/TMH Minutes**

Proposed by Cllr D. Holland and seconded by Cllr S. Larcombe, the minutes of the previous meeting held on 25 February 2026 were **ADOPTED**.

**26/03/TMH Disclosable Pecuniary Interests**

Cllr G. Stammers declared an interest in Bell Cliff steps as her daughter was employed at the Bell Cliff Café.

**26/04/TMH Dispensations**

There were none.

**26/05/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 25 February 2026**

**No Dogs on the Beach Signs**

A member asked if the exclusion of dogs from the beach would be policed.

The operations manager said the council's town rangers, as well as himself and the operations supervisor, would be undergoing Community Safety Accreditation Scheme training, which would allow them to deal with these kinds of issues.

DRAFT

**26/06/TMH Update Report**

Members noted the report.

**26/07/TMH Town Management and Highways Committee – Objectives**

Members noted the report.

**26/08/TMH Dorset Council Dog-Related Public Space Protection Order – Consultation**

It was agreed the council should submit a response as an organisation but members were encouraged to also respond individually.

It was noted however, that the consultation didn't give an option that was in line with this council's policy on dogs on the beach; respondents could only comment on Dorset Council's (DC) existing policy so the scope to change it was very limited. It was noted there was space at the end of the consultation to add comments, so this council's views could perhaps be added there.

Cllrs S. Larcombe, M. Ellis and D. Holland agreed to work with officers to formulate the council's response.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate authority to officers to respond to the Dorset Council consultation on the Dog-Related Public Spaces Protection Order (PSPO), in consultation with Cllrs S. Larcombe, M. Ellis and D. Holland.

**26/09/TMH Travel and Transport Working Group**

It was noted the working group had done a lot of work and helped this committee form policy, but until proposals were put forward by DC for the Cobb area and Broad Street, the working group didn't have anything to consider.

It was suggested if there was a big issue that required consideration, the working group could be reconvened.

Proposed by Cllr A. Wood and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to discontinue the Travel and Transport Working Group, with any future transport-related matters to continue to be managed through the Town Management and Highways Committee, as currently.

**26/10/TMH Candles on the Cobb Pavilion Toilets – Operations and Anti-Social Behaviour**

The operations manager confirmed all incidents of anti-social behaviour were being logged with Dorset Police, who had advised the council to call 999 when incidents were in progress. The town rangers would also increase patrols in the area and would be wearing body cams so there would be video evidence if they witnessed any incidents. However, they would only approach and challenge people if they felt comfortable to do so, and otherwise report incidents using the police radio they would be issued with.

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The operations manager suggested members considered further CCTV on the Candles on the Cobb Pavilion.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to look into costings for additional CCTV at Anning Road Playing Field.

**26/11/TMH Community Mural Proposal – Marine Parade Shelters**

Members agreed a mural would brighten up the shelters and it was a good way to involve the community, but there were concerns it would attract graffiti.

Members agreed this was a risk worth taking.

Proposed by Cllr G. Stammers and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support, in principle, discussions regarding a community mural project within the Marine Parade Shelters.

**26/12/TMH Boundary Issues at 50 King's Way**

The operations manager said although it would be preferable not to fell a healthy tree, there was a risk it would fall or that the council would be liable for stability issues to the adjoining property. He said an arborist had agreed it was a problem and should be felled. If it was felled, the council would need to consider planting another tree and consideration would need to be given to the type of tree and its location.

It was proposed by Cllr P. May and seconded by Cllr D. Holland to delegate authority to the chairman of the Town Management and Highways Committee and the operations manager to find a suitable way forward regarding the ongoing boundary issue at 50 King's Way, specifically the issue of the fir tree.

It was suggested this was extended to the vice-chairman of this committee; this amendment was accepted.

Proposed by Cllr P. May and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate authority to the chairman and vice-chairman of the Town Management and Highways Committee and the operations manager to find a suitable way forward regarding the ongoing boundary issue at 50 King's Way, specifically the issue of the fir tree.

**26/13/TMH Community Emergency Response Plans (CERPs) – Survey**

Cllrs A. Wood, M. Ellis, P. May and S.Cockerell agreed to work with the operations manager to prepare a response to the survey.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs A. Wood, M. Ellis, P. May and S.Cockerell work with the operations manager to prepare a response to the Dorset Council and DAPTC survey regarding Community Emergency Response Plans (CERPs).

It was noted the survey deadline was 30 June 2026 so the recommendation would be retrospectively considered by the Full Council.

**26/14/TMH Lyme Regis Beach Management Plan**

Members noted the report.

**26/15/TMH Multi-Use Games Area (MUGA) – Access, Security and Anti-Social Behaviour**

The operations manager said the issues at the MUGA were connected to the issues in the Candles on the Cobb Pavilion toilets. He recommended the gate to the MUGA continued to be locked at dusk, there continued to be engagement with Dorset Police, more signage was put up to discourage entry when it was locked, and more patrols were carried out by the town rangers when they are also monitoring the toilets.

The alternatives were to not lock the gate, but this would encourage more use in the evenings and more disruption to residents, or to increase the height of the fence, which could create greater risk if people tried to climb over.

Members supported the operations manager's recommendations.

**26/16/TMH Cleaning Services Contract (LRTC/CLS/2026–2027) – Procurement Outcome**

Members noted the report.

**26/17/TMH Complaints, Incidents and Compliments**

A member asked for clarification on the situation with Marine Parade, following a complaint the barrier was left unlocked and vehicles were using the parade.

The operations manager said DC had now confirmed it was happy for the town council to lock the barriers and control vehicle access until further discussions had taken place about the future management of Marine Parade. This confirmation had been given in writing and had been agreed for public safety.

The operations manager was aware there were still some vehicles driving on the parade, which the town council couldn't enforce, but he was trying to work with local traders to manage this.

It was noted some traders were unlocking the gates but the council's external works team had been instructed to lock the barriers and would continue to do so.

*The meeting closed at 8pm.*

DRAFT

**AGENDA ITEM 7**

**Committee**: Operations

**Date**: 28 October 2026

**Title**: Budget Proposals 2027-2028

## Purpose of Report

To allow members to consider this committee's objectives for 2027-28 ahead of the next stage of the budget-setting process to be considered by Full Council on 18 November

## Recommendation

Members identify this committee's objectives for 2027-28

## Background

1. As explained at the last meeting of Full Council held on 14 October 2026, the budget-setting process for 2027-28 will involve three separate stages, culminating in the setting of the final budget and precept at the meeting of Full Council on 16 December 2026.

2. As part of budget-setting process, members need to consider any new objectives for 2027-28. These objectives are normally informed by suggestions from the community, members and staff.

3. In order to obtain views from the local community, a consultation was held during July and August. This consultation asked the community to indicate their preferences/ranking for a number of suggested objectives, but also sought ideas or comments or suggestions from the community.

4. A summary of the outcome of the consultation was provided to members as an update to the last meeting of the Resources Committee and was considered at the members' budget briefing on 22 October 2026.

5. Staff have also provided some suggested new or revised objectives for 2027-28 and beyond, and these are shown on the spreadsheet attached as **appendix 7A.** There are also some objectives for 2027-28 already identified and prioritised in previous years. The already considered objectives coloured yellow in the upper section of this spreadsheet have been replaced by a similar but slightly revised/re-costed proposal in the lower section (new ideas). Note that the budget indicated for each project is just a cost estimate at this point; quotes and detailed proposals can be obtained as and when a project is agreed.

6. Some of the suggestions, particularly those from staff, relate to an initial or feasibility stage of what might subsequently be a larger and more costly project, if pursued. With regard to the staff suggestions, particular focus has been given to objectives which have the potential to generate new and additional income streams.

7. Members are asked to consider the suggested objectives arising from the community consultation and from staff and to make any additional suggestions. Some of the suggestions may be within the remit of another committee but a full list is presented here for completeness.

8. Given the council's finances are unlikely to be able to fund a very long list of objectives for 2027-28, members are also asked to prioritise those which are supported. In previous years, members have categorised objectives as priority 1, 2 or 3, with 1 as highest and 3 lowest. A further stage of prioritisation will be undertaken at Full Council once all of the objectives have been identified by each committee and the total amount available to spend has been further refined.

9. Any recommendations from this committee will be considered by Full Council on 18 November 2026.

Mark Green
Town clerk
October 2026

**APPENDIX 7A**

| | **27/28 Objectives** | | |
|---|---|---|---|
| | | | |
| 1 | Previously committed | Garden handrails | 10,000.00 |
| 1 | Officer lead | Beach replenishment contribution | 15,000.00 |
| 1 | Officer lead | Bins store on MP - planters on top | 7,500.00 |
| 1 | External | Bin store repairs MP + Broad street car park | 2,000.00 |
| 2 | Additional budget required | Car park machines - MB | 17,500.00 |
| 2 | Officer lead | Children's area - Langmoor gardens | 50,000.00 |
| 2 | Business case | Woodroffe school sports facilities | 30,000.00 |
| 2 | Committee lead - TMH | Metal memorial tree - 640 leaves | 25,000.00 |
| 3 | Committee lead - TCP | New videos for the website | 10,000.00 |
| 3 | Officer lead | Further investment in town bus shelters with RTI | 30,000.00 |
| 3 | Officer lead | New guildhall chairs | 5,000.00 |
| 3 | Committee lead - Environment | Metered electric supply in the gardens | 10,000.00 |
| 3 | Officer lead | Digital gateway card | 5,000.00 |
| 3 | Officer lead | LRTC app | 10,000.00 |
| 3 | Officer lead | Snack/drink fridge at the amenities | 5,000.00 |
| 3 | Officer lead | Picnic benches | 3,500.00 |
| 3 | Officer lead | Fencing - cemetery | 5,000.00 |
| Previously discussed | Officer lead | Redevelopment cadet hut site | 150,000.00 |
| Previously discussed | Officer lead | Strawberry fields | Cost to follow |
| Previously discussed | Officer lead | Consider enhancement of amenity area | Cost to follow |
| Previously discussed | Officer lead | Resurfacing the car parks WM | 200,000.00 |
| Previously discussed | Officer lead | Tarmac MP | 250,000.00 |
| Previously discussed | Officer lead | Electric vehicles | 94,000.00 |
| | | | |
| | | | |
| IDEAS 27-28 AND BEYOND | | | |
| | | | |
| | Officer lead | Additional chalets/huts at MB-feasibility | 10.000.00 |
| | Officer lead | Additional/new day huts rear of Theatre-feasibility | 5,000.00 |
| | Officer lead | Demolish MB garages & provide additional parking | 10,000.00 |
| | Officer lead | Short/medium term uses at S Fields-feasibility | 10,000.00 |
| | Officer lead | Develop WH CPk..steps land & hut-feasibility | 5,000.00 |
| | Officer lead | Repairs at Cemetery- Drive & walls-new surfaces? | 20.000.00 |
| | Officer lead | Improvements and repairs to mini golf | 25,000.00 |
| | Officer lead | Vending unit at mini golf | 5,000.00 |
| | Officer lead | Winter uses of Pavilion? | ? |
| | Officer lead | Get rid of seafront lift and make use of area | 20,000.00 |
| | Officer lead | Demolish cadet hut + new storage, fencing & parking | 35,000.00 |
| | Officer lead | New community & other storage 2x containers | 5,000.00 |
| | Officer lead | Park and ride investment - Pay to park | 20,000.00 |
| | Officer lead | Waste storage facilities on seafront/town centre | 75,000.00 |
| | Officer lead | Cobb Gate car park railings contribution | 10,000.00 |
| | Officer lead | Resurface and reline car parks-29-30? | 250,000.00 |
| | Officer lead | Jane Austen Gardens -major enhancement? 28-29? | 150,000.00 |
| | Officer lead | Disability access audit | 5,000.00 |
| | Officer lead | Market on Theatre Square | 2,000.00 |
| | Officer lead | Purchase a cinema screen | 30,000.00 |
| | Officer lead | Boules area in the gardens | 3,000.00 |
| | Previously discussed | Holding the precept | N/A |
| | Member suggestion | Environmental education opportunities | ? |
| | Member suggestion | Install a Changing Places facility | 35,000.00 |
| | Member suggestion | Opening the chapel for community use | 1,500.00 |
| | Committee lead - TMH | Review of seafront signage | 10,000.00 |
| | Committee lead-environment | Electric signage for car parks - Out of town | 25,000.00 |
| | Committee lead - Environment | Reverse vending machines | 15,000.00 |
| | Community suggestion | Upgrade toddler area at Anning Road play park | 25,000.00 |
| | Community suggestion | Lockers for bags and suitcases on the seafront | 5,000.00 |
| | Community suggestion | Rail on steps to gardens from Stile Lane | |

**AGENDA ITEM 8**

**Committee**: Operations Committee

**Date**: 28 October 2026

**Title**: Emergency Planning Procedure Update

**Purpose of Report**

To allow members to review and approve the updated Emergency Planning Procedure

**Recommendation**

Members review and approve the updated Emergency Planning Procedure 2026-27

**Background**

1. The council maintains an Emergency Planning Procedure to provide a practical framework for responding to emergency incidents affecting Lyme Regis and to assist officers and members in understanding their respective roles and responsibilities during such events.

2. The procedure includes information on emergency response arrangements within Dorset, the role of the town council during an emergency, emergency contact details, available resources, organisations that may assist during an incident, and potential places of safety within the town.

**Report**

3. The Emergency Planning Procedure has recently been reviewed by officers to ensure the information contained within the document remains accurate and up- to-date, **appendix 8A.**

4. Updates have been made to emergency contact details, including changes to key personnel identified within the emergency response structure.

5. No significant changes have been made to the overall purpose of the procedure or the council's approach to responding to emergency situations. The amendments are intended to ensure the document remains accurate and fit for purpose.

6. Any recommendations from this committee will be considered by the Full Council on 18 November 2026.

Sam O'Connell
Operations manager
October 2026

Lyme Regis
Town Council

# Emergency Planning Procedure

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# Contents

Introduction ..…….....3

Who does what in Dorset ……4

The role of the town council ……7

Town council emergency contacts ……....9

Organisations that can assist in emergencies ……...11

Care and residential homes in Lyme Regis ……...12

Locations that could be used as places of safety ……13

Grit bin locations ……14

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# Introduction

This procedure takes a practical approach towards what the town council can realistically do in the event of an emergency.

It starts off by giving a pen portrait of who does what in the county, along with their contact details. This is followed by details of how the town council will organise itself and the resources it has at its disposal in the event of an emergency.

It goes on to identify contact details for the relevant council employees, the voluntary Organisations who may be able to assist in the event of an emergency, and the care and residential homes in the town.

Mark Green
Town Clerk
September 2026

Next Review: September 2027

DRAFT

# Who does what in Dorset?

**The Strategic Co-ordinating Group**

This consists of the county's police, fire and rescue, health and ambulance services, along with the Coastguard, Environment Agency, and the chief executives of the county council.

The Strategic Co-ordinating Group, also known as 'Gold Command', is chaired by a senior police officer, normally an Assistant Chief Constable.

As indicated by its name, this group co-ordinates a strategic approach across services. The group is called together in the event of a significant emergency.

**The Tactical Co-ordinating Group**

Representation is as above. The Tactical Co-ordinating Group is also known as 'Silver Command'. This group implements the decisions made by the Strategic Co-ordinating Group.

**Dorset Council (DC)**

Dorset Council's advice is to call 01305 221000 and follow directional instructions, this line is managed 24/7.

In the event of an emergency, Dorset Council will endeavour to provide the latest information on their page - Emergencies and severe weather - Dorset Council.

Dorset Council is responsible for highways; they have a Vulnerable People Plan and will transport evacuees to rest and reception centres. The principal rest and reception centre for Lyme Regis is:

Woodmead Halls
Hill Road, Lyme Regis
Lyme Regis
DT7 3PG
01297 443942.

The purpose of the rest and reception centre is to provide a venue for people to be directed to, and from where other organisations will provide help and support. They are responsible for flooding, except for coastal and main river flooding, which is the responsibility of the Environment Agency.

Dorset Council also has a supply of sandbags at the Charminster depot in Dorchester.

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**National Highways**

The National Highways (Highways England changed its name to National Highways in August 2021) is responsible for motorways and major trunk roads. The A35 and the A303 are designated major trunk roads. The National Highways can be contacted on 0300 123 5000 and info@nationalhighways.co.uk The latest up-to-date information is available on their website: https://nationalhighways.co.uk.

**The Environment Agency**

The Environment Agency is responsible for coastal flooding and main rivers. There are two national contact numbers: Floodline, 0345 988 1188 and the Incident Hotline, 0800 807060. The regional team is based at Blandford, 01258 483326.

The regional team's advice is that if there is an emergency or up-to-date information is required, we should dial a national contact number and ask to be put through to the Blandford flood warning duty officer.

The town council is registered with the Environment Agency for coastal and river flood alerts.

**South West Water**

South West Water can be contacted on 0800 169 1144.

**The Emergency Services**

The police, fire and rescue, and ambulance services can be contacted on 999. The Maritime Coastguard Agency and the Royal National Lifeboat Institution can also be contacted on 999. In a non-emergency the police can be contacted on 101.

**The Maritime Coastguard Agency (MCA)**

The MCA has highly trained Maritime Rescue Coordination Centre personnel who are ready to respond to emergency calls on a 24-hour, 365-days-a-year basis for the UK coast and surrounding waters. Their primary aim is to reduce incidents through prevention activity, education and improved regulations while maintaining effective enforcement. Their main emergency response is Search and Rescue, Counter Pollution & Response, Receiver of Wreck. They can be contacted on 999.

**The Royal National Lifeboat Institution (RNLI)**

The RNLI is a charity that saves lives at sea. They provide, on call, a 24-hour, 365-days-a-year lifeboat search and rescue service and a seasonal lifeguard service. The RNLI also has a Flood Rescue Team available on a 24-hour, 365-days-a-year basis ready to deploy to flooding events in the UK, Ireland and abroad to perform search and rescue.

**National Grid**

National Grid is the electricity distribution network operator for the Midlands, South Wales and the Southwest. They can be called in the event of a power cut and are available 24 hours-a-day, 365 days-a-year. They have special arrangements in place for vulnerable people and customers who depend on electricity. In the event of an emergency they can be contacted on 0800 365900.

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**Southern Gas Networks (SGN)**

Southern Gas Networks (SGN) provide a safe and secure supply of gas to 5.8 million customers and are the second largest gas distributors in the UK. In the event of a suspected gas leak call 0800 111 999. They are available 24 hours-a-day, 365 days-a-year.

**Other useful numbers**

Other useful numbers can be found on the Lyme Regis Town Council website under Community/Useful Information/Useful Contacts.

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# The role of the town council

In the event of an emergency, the town council will suspend the normal duties of its employees and direct them to assist its residents and other agencies working in the town. In doing so, the town council will pay proper regard to the health and safety of its employees.

The town council's first point of contact in an emergency is the town clerk. Other secondary points of contact, in order, are the deputy town clerk, and the operations manager.

If an emergency event occurs, the town clerk or deputy town clerk should work with a lead councilor, normally the Mayor or Chairman of the Strategy and Finance Committee or, in their absence, one of their deputies. Their contact details, along with those of other employees, are attached. Further details are as follows:

- The town clerk/deputy town clerk/operations manager should consider advice from the lead councilor but retain responsibility for operational decision-making.

- The town clerk, or in his absence the deputy town clerk/operations manager, should take whatever measures are necessary to protect public health and council property.

- As soon as an emergency has been contained or resolved, the member and the town clerk or deputy town clerk / operations manager should decide what information needs to be communicated to whom and when this should be done. This includes an assessment of whether a press release should be issued.

- If any actions taken subsequently need to be stood down, e.g., the removal of a cordon, the town clerk/deputy town clerk/operations manager must propose how this should be done.

- The town clerk/deputy town clerk/operations manager must complete a report on the emergency. This report must detail any further actions required and must be reported to the next appropriate council meeting.

- A log of key events and actions will be maintained for the duration of the emergency.

In the event of an emergency, the town council will aim to keep its office open to:

- provide information and assistance to the public.
- update its website.
- liaise with other statutory and voluntary agencies working in the town
- co-ordinate the activities of its employees.

Other employees will be directed to such duties that are appropriate. Typically, these could include establishing that vulnerable residents are safe and secure, escorting residents to rest and recovery centres, clearing snow, gritting, deploying sandbags, clearing blocked areas and assisting other organisations who are responding to the emergency.
The resources of the town council are limited. However, they could be of assistance as a first response or to deal with isolated incidents.

To this effect, the town council has available:

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- 50 x 20 kg salt bags at the works store and 850kg of loose salt at the works store. Keys are held by the external works' team and at the town council's office

- 100 loose sandbags and 50 made-up sandbags at the works store. 25 made up sandbags by the storm drain at Ware Cliff/Bowling Green. Keys are held by the external workers team and in the town council's office

- 60 hydrosnakes are located at the East Store. Keys are held by the external works' team and in the town council's office

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# Town council emergency contacts

| | |
|---|---|
|  | **Name:** Mark Green |
| | **Title**: Town Clerk |
| | **24hr telephone contact**:<br>(m) 07843 378995 (w) 01297 445175 |
| | **Email:** mark.green@lymeregistowncouncil.gov.uk |
| | **Address**: St Michael's Business Centre Church Street Lyme Regis Dorset DT7 3DB |
|  | **Name:** Adrianne Mullins |
| | **Title**: Deputy Town Clerk |
| | **24hr telephone contact**:<br>(m) 07565 192874 (w) 01297 445175 |
| | **Email:** adrianne.mullins@lymeregistowncouncil.gov.uk |
| | **Address:** St Michael's Business Centre Church Street Lyme Regis Dorset DT7 3DB |
|  | **Name:** Sam O'Connell |
| | **Title**: Operations Manager |
| | **24hr telephone contact**:<br>(m) 07784 622557 (w) 01297 445175 |
| | **Email:** Sam.OConnell@lymeregistowncouncil.gov.uk |
| | **Address**: St Michael's Business Centre Church Street Lyme Regis Dorset DT7 3DB |

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| | |
|---|---|
|  | **Name:** Pete Williams |
| | **Title**: Works Supervisor - Operations |
| | **24hr telephone contact**:<br>(m) 07912 387888 (w) 01297 445175 |
| | **Email:** Pete.Williams@lymeregistowncouncil.gov.uk |
| | **Address**: St Michael's Business Centre Church Street Lyme Regis Dorset DT7 3DB |
|  | **Name:** Cllr Philip Evans |
| | **Title**: Mayor |
| | **24hr telephone contact**: 07796 951991 |
| | **Email:** lrtccllrphilip.evans@lymeregistowncouncil.gov.uk |
| | **Address**: 45 Anning Road<br>Lyme Regis<br>Dorset<br>DT7 3EA |
|  | **Name:** Cllr Adrian Wood |
| | **Title**: Deputy Mayor |
| | **24hr telephone contact**: 07825 363543 |
| | **Email:**<br>lrtccllradrian.wood@lymeregistowncouncil.gov.uk |
| | **Address**: 19 Manor Avenue<br>Lyme Regis<br>Dorset<br>DT7 3AU |

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# Telephone Numbers

| | |
|---|---|
| **Main Office/General Enquiries** | 01297 445175 |
| **Finance Team** | 01297 445175 |
| **Amenities Hut** | 07584 176133 |
| **Town Ranger - Jag R** | 07421 731580 |
| **Town Ranger - Stuart Newman** | 07912 387883 |

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# Organisations that can assist in emergencies

| Skill/Resource | Contact details | Location | When available |
|---|---|---|---|
| St. John Ambulance (Dorset) | 01305 751169<br>07699 76844<br>(out of hours)<br>07659 126927<br>(call-back) | John House<br>Bridport Road<br>Dorchester<br>Dorset<br>DT1 2NH | 24hrs support |
| RNLI | 0845 045 6999 | West Quay Road<br>Poole | 24hrs support |
| Bridport Community Hospital | 01308 422371 | Hospital Lane Bridport<br>Dorset | Minor Injuries Unit opening times<br><br>Nov - Mar<br>09.00-18.00<br>(7 days a week)<br><br>April – Oct<br>09.00-20.00<br>(7 days a week) |
| Lyme Regis Medical Centre | 01297 445777 | Uplyme Road<br>Lyme Regis<br>Dorset<br>DT7 3LS | Minor Injuries Unit Opening Times<br>Monday – Friday 8.00am – 8.00pm<br>Saturday & Sunday 8.00am – 1.00pm |
| Lyme Regis Harbour Master | 01297 442137 | The Cobb<br>Lyme Regis | 7.00am – 7.00pm |
| British Red Cross | 07734734342<br>(call-back service) | Bradbury House, Apple Lane, Sowton, Exeter EX2 7HA | 24hrs support |
| Food Bank Lyme Regis | lymeforward@gmail.com<br>lymeregisfoodbank.co.uk | Lyme Forward, Office 2, Unit 5, Lyme Regis Business Park Uplyme Rd DT7 3LS | Wednesdays<br>10am-12pm |
| Seaside Store<br>Lyme Regis Development Trust | 01297 255002<br>community@lrdt.co.uk | The Hub,<br>Church Street | Tuesdays<br>10am – 1pm |
| Community Support Group | Cllr Cheryl Reynolds<br>01297 443814 | | 24hrs support |

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Care and Residential Homes in Lyme Regis

| Organisation | Address | Phone number |
|---|---|---|
| Fairfield House<br>Residential Care Home | Charmouth Road<br>Lyme Regis<br>Dorset<br>DT7 3HH | 01297 443513 |
| Shire House Care Home | Sidmouth Road<br>Lyme Regis<br>Dorset<br>DT7 3ES | 01297 442483 |
| Pinhay House<br>Residential Care Home | Lyme Regis<br>Dorset<br>DT7 3RQ | 01297 445626 |

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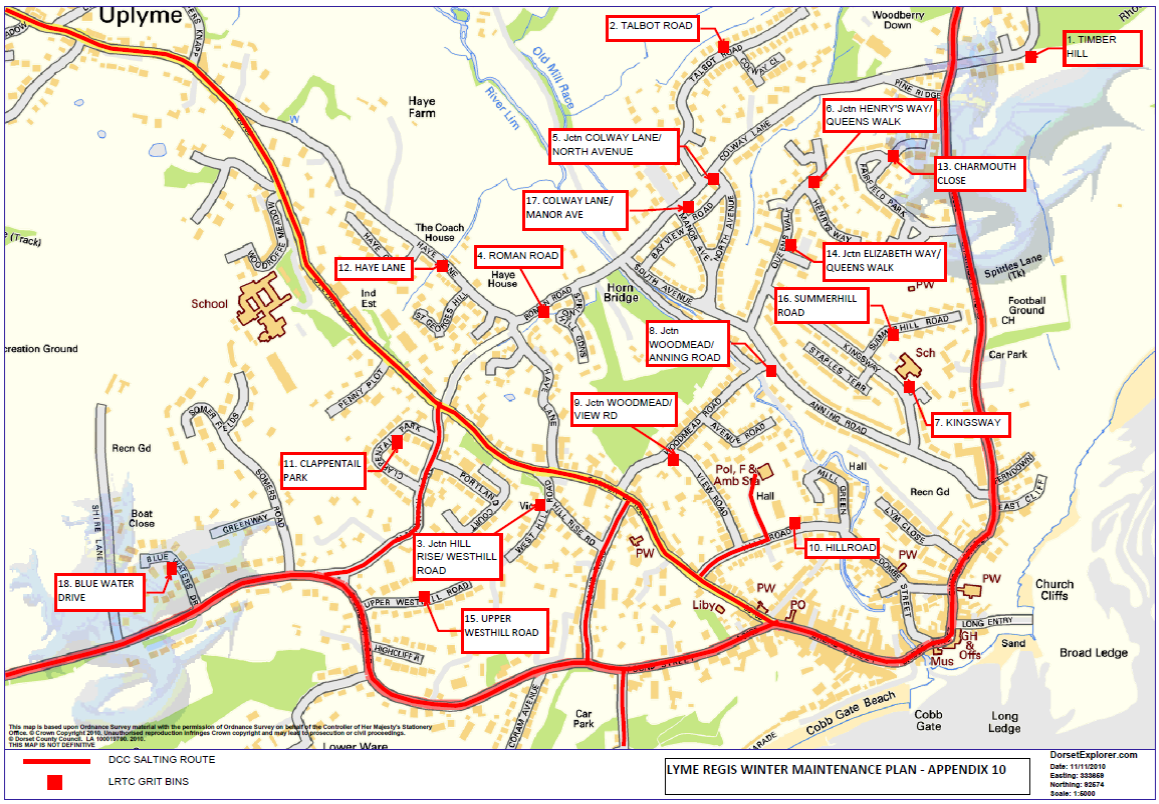
# Locations that could be used as places of safety

| Building | Location | Potential use in an emergency | Contact details of key holder |
|---|---|---|---|
| Woodmead Halls* | Hill Road | Rest & reception centre | 01297 443942<br>07856 630975 |
| Baptist Church | Silver Street | | 01297 442302 |
| St Michael's Primary School | King's Way | | 01297 442623 |
| **The Woodroffe School | Uplyme Road | | 01297 442232 |
| St Michael's Parish Church | Church Street | | 01297 442033 |
| The Hub | Church Street | | 01297 445021 |
| Marine Theatre | Church Street | | 01297 442394 |
| Masonic Hall | Broad Street | | 01297 442746 |

* Woodmead Halls is designated as a rest and reception centre by DC
** Ideally outside of school hours

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# Grit bin locations




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**Committee:** Operations

**Date**: 28 October 2026

**Title:** Party in the Park Working Group

## Purpose of Report

To allow members to appoint members to the Party in the Park Working Group

## Recommendation

Members appoint up to three members to the Party in the Park Working Group

## Background

1. Party in the Park has been held in 2025 and 2026 and was based on the successful Big Coronation Party in May 2023 to celebrate to coronation of King Charles III. On each occasion, a working group has been formed to plan the events.

2. A residents' event was agreed as an objective for 2024-25 and a budget of £10,000 allocated. In the 2025-26 budget, £10,000 was added to the marketing budget to allow the event to be held annually.

3. A consultation was carried out to help guide our plans and the majority of residents wanted an event in the Langmoor and Lister Gardens in either June or September. The majority of residents wanted to see live music, family entertainment and food and drink.

## Report

4. Although called Party in the Park Working Group, the group has also organised two open-air cinema events, one in the gardens in 2025 and one on the beach in 2026.

5. The 2026 event incurred expenditure of £16,500, i.e. £6,500 over budget. The working group agreed this budget should be reviewed for 2027 onwards, given that it hasn't been increased since 2023 but costs have increased considerably since then. As such, £15k has been proposed in 2027-28 budget.

6. However, at the Full Council meeting on 14 October 2026, the 2027-28 draft budget was considered and members noted the forecast deficit. It was therefore agreed to set up a budget working group to closely scrutinise income, expenditure and possible new sources of income.

7. Proposals from the working group will be considered at the next Full Council meeting on 18 November 2026, one of which is to maintain the budget of £10,000 and to look at other options for delivering events for the benefit of the community.

8. Regardless of what is agreed, a working group should be formed to progress plans as and when a budget is agreed.

9. It is suggested up to three members are appointed to the working group.

10. Any recommendations from this committee will be considered by the Full Council on 18 November 2026.

Adrianne Mullins
Deputy town clerk
October 2026

**AGENDA ITEM 10**

**Committee:** Tourism, Community and Publicity

**Date**: 28 October 2026

**Title:** Twinning Signs

## Purpose of Report

To allow members to consider an approach from the Lyme Regis/St George's Twinning Association to add the names of the twin towns to the welcome to Lyme Regis signs

## Recommendation

Members consider the approach from the Lyme Regis/St George's Twinning Association to add the names of the twin towns to the welcome to Lyme Regis signs

## Background

1. In 2024-25, one of the council's objectives was to replace the welcome to Lyme Regis signs at the three entrances to the town, with a budget of £2,000 allocated.

2. A working group was set up to agree an outline brief and to progress the commissioning of designs and costings. The working group agreed an outline brief, as follows:

    - A simple design with minimal logos and writing
    - To include on the signs 'Welcome to Lyme Regis' and 'The Pearl of Dorset'
    - To obtain designs for images of an ammonite and the Cobb
    - Not to include the twin towns
    - Not to include any logos of local organisations
    - To obtain designs with and without the town council logo

3. The Tourism, Community and Publicity Committee considered the designs and costings and selected local company Creative Solutions. The signs were installed in April 2025.




**Report**

4. The chairman of the Lyme Regis/St George's Twinning Association has written to the council to express the association's disappointment that the reference to Lyme's twin towns has been removed from the signs, **appendix 10A.**

5. The committee has asked if the council would consider incorporating the recognition of the twinning/tripling with St George's/Jamestown onto the welcome signs.

6. It was suggested at the time that the twin towns could be displayed on a separate panel below the main sign, as shown in the example below, but this was rejected.




7. There is no budget for any changes to the signs or additional signs, although it could possibly be allocated to an existing budget, such as marketing or signage.

8. Members are asked to consider the request and if agreed in principle, to instruct officers to obtain quotes for either changing the existing signs or adding a separate panel as shown above.

9. Any recommendations from this committee will be considered by the Full Council on 18 November 2026.

Adrianne Mullins
Deputy town clerk
October 2026

**APPENDIX 10A**

Lyme Regis / St George's
Twinning Association
Tripled with Historic Jamestowne
Chair: Phil Street
24 Kings Way, Lyme Regis DT7 3DU
Tel: 07824625435
Email: philwstreet@outlook.com

RECEIVED
28 SEP 2026

Town of St. George Bermuda

**Date: 23.09.2026**

**RE: Lyme Regis Twinning Signs**

Dear Lyme Regis Town Council,

I write with reference to the Lyme Regis town signs and the omission/disappearance of the recognition to the twinning with St George's Bermuda.

The town signs which included the Twinning recognition were unveiled in 1996 when the two communities officially twinned.

It was disappointing that in this year of the 30th anniversary the recognition to the twinning with St George's was not evident on the signs for our visitors from St George's.
At the 30th Anniversary Civic reception held by Mayor Philip Evans, this was point raised in a response by the Mayor of St George's Quinell Francis asking, 'Where are the town twinning signs?'.

During the mayoral term of David Sarson (then President of our Association) we discussed in our committee meeting the words that were to be put on the new signs. It was disappointing that when the new signs were erected there was no reference to the Twinning.

Since 1997 the Town of St George has a stone engraved sign which sits prominently to the entrance of the town of St George, see below:



The Town Gate to St. George's commemorating the Twinning

Could I please ask the LRTC to consider incorporating the recognition of the twinning/tripling with St George's/Jamestown onto the entrance signs to the town?
Please do not hesitate to contact me if you require any further information/clarification.

Yours sincerely

Chair: Lyme Regis / St George's Twinning Association

**AGENDA ITEM 11**

**Committee**: Operations

**Date**: 28 October 2026

**Title**: Langmoor and Lister Gardens Lighting Scheme

## Purpose of Report

To provide members with an update on the history, remedial works and current position of the Langmoor and Lister Gardens lighting scheme

## Recommendation

Members review the report and retrospectively approve the unbudgeted expenditure of £19,000 incurred in relation to the remedial works undertaken to the Langmoor and Lister Gardens lighting scheme

## Background

7. The Langmoor and Lister Gardens lighting scheme was officially opened in September 2019. The scheme was designed by Lyme Lights, the team behind the lighting installation at Abbotsbury Subtropical Gardens, and was intended to enhance the appearance, accessibility and visitor experience of the gardens after dark.

8. The original design utilised a plug-and-play configuration, with groups of lights connected on separate circuits through underground ducting and connections.

9. Over time, faults began to occur across a number of lighting runs, with investigations identifying that water ingress into underground connections was resulting in repeated failures across the lighting network.

## Report

10. Following several attempts to rectify the recurring faults, it was concluded that the original plug-and-play system was not suitable for the operating environment and a decision was taken to progressively replace the installation with a fully hard-wired system.

11. As the original lighting specialist became less involved in the project due to personal circumstances and relocation, responsibility for the remedial works was assumed by Caleb Morris of CSL Event Tech Ltd, who subsequently undertook the rewiring programme and associated electrical improvements.

12. Over a period of approximately 18 months, the lighting network was systematically rewired, defective components replaced, and additional faults identified during the works were rectified.

13. The works were considered necessary to provide a permanent solution to the ongoing reliability issues associated with the scheme and to address concerns raised by members of the public and councillors regarding the continued lighting failures.

14. Throughout the course of the project, invoices were regularly requested by the operations supervisor from CSL Event Tech Ltd. However, interim invoices were not submitted, and instead a single invoice was received, dated 1 September 2026, following completion of the works.

15. During the review process, officers identified that the expenditure of approximately £19,000 had not been specifically budgeted for and had not been presented to members for approval despite exceeding normal officer delegated expenditure limits. The absence of interim invoices meant that the full financial commitment was not known to officers until receipt of the final invoice following completion of the works.

16. Upon receipt, the operations manager reviewed the invoice and determined that it did not provide sufficient detail to enable appropriate verification of the costs incurred. CSL Event Tech Ltd was subsequently requested to provide a comprehensive itemised breakdown of the labour, materials, equipment and associated works undertaken throughout the project.

17. The requested breakdown was subsequently received and reviewed by officers. Having satisfied themselves that the works had been completed as described and that the costs were appropriately evidenced, the invoice was authorised and paid.

18. During the review process, the operations manager identified that the expenditure of approximately £19,000 had not been specifically budgeted for and had not been presented to members for approval, despite exceeding normal officer delegated expenditure limits. The absence of interim invoices meant that the full financial commitment was not known to officers until receipt of the final invoice following completion of the works.

19. During the review process, the operations manager identified that the council did not own the lighting control hardware or software licences required to operate the control platform. These remained the property of CSL Event Tech Ltd despite being essential to the operation of the lighting scheme

20. To resolve this matter, the operations manager has agreed with CSL Event Tech Ltd to transfer the lighting control hardware and associated software licences to Lyme Regis Town Council at no additional cost, ensuring the council has full operational control of the system going forward. An acknowledgement plaque is instead currently being designed for installation within the lighting scheme area of the gardens.

21. The lighting network is now fully operational, with no significant faults reported since completion of the rewiring programme.

22. Officer training on the lighting control system is currently being arranged and is anticipated to take place in January 2027 to ensure the council can effectively manage and programme the system following the transfer of the hardware and software licences

23. Any recommendations from this committee will be considered by the Full Council on 18 November 2026.

Sam O’Connell
Operations manager
October 2026

**AGENDA ITEM 12**

**Committee**: Operations

**Date**: 28 October 2026

**Title**: Round Britain eRIB Commemorative Sign

## Purpose of Report

To seek member approval for the proposed location, design approach and content of the Round Britain eRIB commemorative sign

## Recommendation

a) Approve the principle of installing the Round Britain eRIB commemorative sign in the proposed location, on the retaining wall below the Jane Austen Gardens.

b) Approve the proposed design concept and size proposed and to consider whether to include any wording relating to Lyme Regis Town Council's environmental objectives or environmental strategy within the final design

## Background

24. Lyme Regis was selected as a host location for the Round Britain eRIB challenge, which promoted marine conservation, sustainability and environmental awareness.

25. Following the event, the project organisers approached the council regarding the installation of a commemorative plaque/noticeboard to recognise Lyme Regis' involvement in the challenge and its environmental objectives.

26. Potential locations were initially considered within the seafront shelter areas. However, this location presented a potential conflict with the separate community mural project currently under consideration by the council.

## Report

27. Following further discussions with Jaqui Besley from the eRIB project team, the retaining wall adjacent to the Jane Austen Gardens was identified as a potential alternative location. Members are invited to review the proposed location photos, **appendix 12A** and current design concept, **appendix 12B**.

28. Jaqui has confirmed that the proposed noticeboard can be designed specifically to suit the location, with the current proposal being a three-panel display of approximately 600mm wide sections, although the final dimensions can be amended if required.

29. The project team has advised that they will undertake the design and production of the signage, with the council only required to arrange installation.

30. The proposed display would provide information on the Round Britain eRIB challenge, its environmental objectives and Lyme Regis' involvement in the project.

31. The project team has advised that it will meet the design and production costs associated with the signage. The council's financial contribution would therefore be limited to installation costs, which are expected to be completed by the existing operational team directly.

32. Subject to members' approval, officers will continue discussions regarding the final design, wording and installation requirements and will review whether any consents are required prior to installation. Further progress updates will be provided accordingly.

33. Any recommendations from this committee will be considered by the Full Council on 18 November 2026.

Sam O'Connell
Operations manager
October 2026

**APPENDIX 12A**



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